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**Subject: Annual Budgets**

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Effective Date: July 1, 2006

Revised from: October 1, 2004

**Policy:** All costs estimated to administer the WIC program, even if they exceed the amount of funds allocated to the LA, should be included in the annual budget. LA contributions, if any, to fund program operations should be noted in the budget. At least one-sixth of the allocation must be spent on nutrition education. A specified amount must also be spent on breastfeeding promotion and support activities. These specific expenditure amounts are included with contract funding information.

The SA will review each budget for allowability, reasonability and necessity of all costs listed. An analysis will determine what expenses are needed for providing of required WIC services. Expenditures for activities beyond required WIC services may or may not be allowed, depending on necessity, feasibility, and availability of funding. Expenditures not allowed for reasons other than funding limitations must be provided at LA expense without future reimbursement.

**Reference: CFR §246.14**

**Procedure:**

Budget Instructions

A completed WIC budget must be submitted annually to the SA, covering each Federal Fiscal Year (FFY) October 1 – September 30. The budget process includes completing the Clinic Availability calculations and the LA Budget Summary. Copies of any sub-contracts (personnel, sub-agencies, clinic sites, etc.), a signed Certification Regarding Debarment form (for all sub-agencies only), and a cost allocation plan and approval letter from KDHE, Division of Fiscal and Performance Management, for those LA's claiming indirect expenditures, must be included with the budget submission.

Clinic Availability

This section provides details on LA ability to meet WIC program goals by allocating sufficient staffing and clinic hours. The following information will assist the LA and SA in determining adequate staffing and clinic hours to support caseload.

1. Estimated Participation
2. List of each WIC clinic site within the LA (parent and sub-agencies). For each site include: name, location, type (i.e. health department, community center, church), days and hours for specific WIC services, and office hours if different.
3. Calculate estimated monthly WIC clinics and staffing.
  - Number of clinics for certifications.
    - a) New certifications = average # of New Certifications for last 12 months

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- b) Subsequent certifications = estimated participation  $\div$  6
- c) Appointment slots needed = a+b

- d) Available appointment slots based on staffing

- (1 clerk, 1 professional = 2 clients per hour)
- (1 clerk, 2 professionals = 4 clients per hour)
- (2 clerks, 2 professionals = 6 clients per hour)

- e) Clinic hours needed = c  $\div$  d

- f) Clinic days needed = e  $\div$  available clinic hours per day

4. Number of additional hours for nutrition education and staff assigned.

- a) Hours allocated for secondary classes
- b) Hours allocated for high risk
- c) Total additional hours needed available = a + b

List any other operations requiring additional staffing and/or clinic hours by type, staffing, and total hours allocated. This list may include additional services such as the Breastfeeding Peer Counselor Program, Vendor Management, Outreach, and other operations employed by the LA.

Note A certain number of appointment time slots must be double or triple booked to account for no-shows and for rescheduled appointments. Additional hours for no-shows should not be included in calculating clinic hours.

## Local Agency Budget Summary

### A. COMPLETING THE WIC BUDGET

Use the automated spreadsheet WIC Budget Summary available in the forms section of the PPM on the WIC web site. The formulas contained in the budget summary worksheet should reduce errors in calculations and allow for easier revisions.

### B. BUDGET FORMAT GUIDANCE

Required Information: Totals for each category (Personnel, Consultant/ Contractual, Agency Operations, and Indirect Costs) and percentages for each cost category (Administration, Client Services, Nutrition Education, and Breastfeeding).

#### CATEGORY I - PERSONNEL SERVICES

- a) List each position title to be funded either in whole or in part with WIC funds.
- b) List each employee's total annual salary in the Annual Salary column. Annual salary is the total salary paid to the employee, regardless of work activity. All anticipated pay increases should be included.

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- c) Insert the percent WIC FTE for each employee listed. For example, if a full time employee works 15 hours per week for WIC then .38 (15 divided by 40) would be entered in to the column. If the employee is 100% WIC then insert a 1 in the column. If the employee is 50% WIC then insert a .5 into the column.
- d) Insert the percentages of effort for administration, client services, nutrition education, and breastfeeding for each person, using the calculations on the Time Study sheet found in the forms section of the PPM. See the PPM Policy ADM 02.03.03 Time and Effort Reporting for instructions on how to complete the Time Study sheet. **When completing this portion of the budget use the most current and complete time study sheet for each employee listed.**
- e) The Budget form will automatically total WIC FTE's and enter it under TOTAL CATEGORY I.

**CATEGORY II - CONSULTANT/CONTRACTUAL SERVICES**

- f) Itemize contracted/consulting services for nutrition, medical, laboratory and administration. List the specific vendor, service and dollar amount per year. Include all costs associated with the acquired services, e.g. salaries, materials, unless the WIC Program provides materials.
- g) The form will automatically total the FTE's. Identify mileage separately under Category III. Specify the annual salary, percent FTE, and percent of administration, client services, nutrition education and breastfeeding.

**CATEGORY III - AGENCY OPERATIONS & PROGRAM SUPPLIES**

- h) Travel - limited to mileage, meals and lodging for travel to/from WIC clinic sites, vendor relations, WIC meetings, professional development meetings, outreach, and coordination with other programs.
  - (1) Travel expenses should reflect LA policy
  - (2) In-state and Out-of-state travel is restricted to WIC staff
- i) Supplies - are defined as expendable, disposable articles. Supplies are limited to the following:
  - (1) Medical/clinic supplies (capillary tubes, microcuvettes, lancets, gloves, etc.)
  - (2) Administrative/office supplies (stationery, envelopes, activity centers for clinic waiting areas, etc.)

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- (3) Client services supplies (file folders for storing R&R sheets and check stubs, etc.)
- (4) Nutrition education and breastfeeding supplies (posters, pamphlets, AV materials, group session materials, breastfeeding aids, etc.)
- (5) Equipment under \$500 - with a useful life of more than one year and costing less than \$500
- j) Space Usage - limited to prorated costs of clinic and office space utilized by WIC staff and clients
- k) Rent – costs for charges directly to the LA for use of a building to operate the WIC Program. Generally for LA's that travel to different locations to provide WIC services, and are charged a rental fee for use of the location.
- l) Telephone and FAX - costs are limited to WIC client and administrative costs and include equipment, monthly service costs, cellular phones (if no phone access is available in the clinic), toll free numbers (must be prorated to other programs as applicable or by a cost allocation plan already in place.)
- m) Postage - costs are limited to WIC client and administrative postage
- n) Printing - costs are limited to those items produced for use in WIC projects for client services, nutrition education, breastfeeding, outreach and administration
- o) Capital Equipment – (costing \$500 or more per unit) requires prior written approval from the SA. (See Policy ADM 02.03.05 Equipment Purchasing)
- p) Other - includes expenses for recruitment, audit, utilities, cleaning, insurance (liability, auto), subscriptions, outreach/marketing, professional development, agency/program memberships to professional organizations or associations, conference registration fees (travel expenses should be in the Travel line). **This does not include certification or registration fees to maintain individual registration status (R.D.) with the Commission on Dietetic Registration or ADA membership fees; these are unallowable costs.** Includes Internet Provider Service fees and the cost of T1 lines.

**CATEGORY IV - INDIRECT COSTS**

- q) An agency must treat each item of its costs consistently as direct or indirect. A cost may not be assigned to a program as a direct cost if any other cost under the same circumstance has been charged to a program as an allocated or indirect cost. For example, if Mary Smith, Accountant, is included in other program budgets in the indirect category, she cannot be included in the personnel category of the WIC budget. Instead, she would be included in the indirect category for the WIC Program.

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- r) Indicate the indirect rate percentage and the budgeted amount. The rate is identified in the agency's indirect cost allocation plan. Include a copy of the indirect cost allocation plan and the approval letter received from the Division of Fiscal and Performance Management with the budget information.
- s) A copy of the indirect cost allocation plan must be retained at the LA and made available for program monitoring and audit purposes.